





# Costa Mesa Sanitary District

...an Independent Special District

## Memorandum

**To:** Board of Directors

**Via:** Scott Carroll, General Manager 

**From:** Wendy H. Davis, Interim Finance Manager 

**Date:** January 23, 2014

**Subject:** Annual Report of Expenses – Fiscal Year 2012-13

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### Summary

California Government Code Section 53065.6 requires special districts to disclose, at least annually, any reimbursement paid by the District of at least \$100 for each individual charge for services or products received by a Board Member or staff. The Annual Report of Expenses for Fiscal Year 2012-13 is provided as attachment A of this staff report.

### Staff Recommendation

Staff recommends that the Board of Directors accept the Annual Report of Expenses for the Fiscal Year 2012-13.

### Analysis

Attendance of seminars and meetings by Board and Staff are encouraged to monitor new legal requirements and technological advancements in the solid and liquid waste industries. CMSD Employee Handbook Section 10.5 Payment of Training Expenses and Operation Code, Section 3.01.090 Conferences, Travel and Expenses are followed when payment of training and travel related expenses are approved. It is a District requirement for key personnel and sewer crew staff to maintain cell phone service; each employee is provided with a monthly cell phone allowance and reimbursed for special additional fees. The District's Ordinance Enforcement Officer used his personal vehicle during the first six



Protecting our community's health and the environment by providing solid waste and sewer collection services.

[www.cmsdca.gov](http://www.cmsdca.gov)

months of the fiscal year when responding to trash related issues and was reimbursed for miles driven based on the annual IRS rate.

**Strategic Plan Element & Goal**

Not applicable.

**Legal Review**

Not applicable.

**Environmental Review**

Not applicable.

**Financial Review**

The total amount of annual reimbursements to Board/Staff members was \$9,069.39.

**Public Notice Process**

Copies of this report are on file and will be included with the entire agenda packet for the January 23, 2013 regular Board of Directors meeting at District Headquarters and on District's website.

**Alternative Actions**

1. Refer the matter back to staff

Attachment A: Annual Report of Expenses Fiscal Year 2012-13